

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS04710551	DATE POSTED:	07/27/15
POSITION NO:	946173	CLOSING DATE:	OUF
POSITION TITLE:	Programs and Projects Specialist		
DEPARTMENT NAME / WORKSITE:	DPS/Emergency Medical Service/Window Rock, AZ		
WORK DAYS:	MON-FRI	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: AB63A
WORK HOURS:	8 AM - 5 PM	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: \$ 37,065.60 PER ANNUM
		SEASONAL: <input type="checkbox"/>	DURATION : \$ 17.82 PER HOUR
		TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Performs higher management functions and disciplines to include planning, organizing, staffing, directing, control and budget/contract activities. Develops and/or directly participates in department and program planning; analyzes or establish organization structures; staff positions, directs functions or operations of large scale or high demand; formulate and control resources, and prepare and monitor appropriate budget and line item accounts. Responsibilities include department contract compliance. Lease and contract negotiations of Government housing, equipment or other services; ambulance equipment and supply acquisition, monitor/management of patient treatment protocols and new developing emergency medicine procedures, prepares reports, closeout reports, grant/budget proposals. Memorandum of Understanding (MOU), intergovernmental documents for service reciprocity, presents department activities, progress concerns to government agencies, public entities, and maintains effective and efficient communications with states, counties and federal offices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a closely related field.

Preferred Qualifications:

- Four (4) years of management and administrative experience.
- Proficient in Microsoft office software or other computer applications.

Special Requirements

- Must possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and practices of health or business administration; knowledge of modern office methods and procedures; knowledge of the basic principles of budgets and accounting. Ability to plan, assign, and supervise the work of others under extreme or stressful conditions; ability to conduct studies and analysis contributing to the development of sound operational procedures, ability to speak and write effectively, ability to establish and maintain working relationships with subordinates, superiors, tribal, federal, state and local officials. Must be resourceful, diligent and have sound judgement skills.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.